



CITY OF MANCHESTER

Department of Public Works

475 Valley Street
Manchester, NH 03103
603-624-6444
www.manchesternh.gov

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Director

\$25 Fee

ADDRESS CERTIFICATE

An Address or Grade Certificate officially assigns an address of a proposed building lot in accordance with City Ordinance 97:15-18.

AGREEMENT

- The Builder/Developer is responsible for providing the Department of Public Works with accurate location and frontage in order to acquire the correct address.
- The assigned address will be affixed to the building in a manner plainly visible from the street where it abuts the main entrance to the property. Noncompliance may result in a \$25 fine.
- The Builder/Developer is responsible for constructing the building and developing the lot in a manner that will properly control runoff and and/or groundwater without adversely affecting surrounding properties or the city right-of-way. Pumping or releasing water into the city right-of-way is prohibited.

LOCATION INFORMATION

City Tax Map Lot Number	Assigned Address
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Name:

Title:

Please print clearly

Phone:

Email:

By signing the form, the Builder/Developer named above agrees to the terms set forth in the above agreement:

Signature

Date

Approved by Department of Public Works.

Date

SEWER AVAILABILITY

- ☐ Sanitary sewerage is available from (number): _____
- ☐ On land owned by: _____
- ☐ At Map Lot Number: _____

Capacity Available:

- ☐ Single Family Home
- ☐ Multi-Family Home (Number of Units _____)
- ☐ Other: _____

Information provided by: _____

Date: _____

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